

**PEACE CORPS NEPAL
PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT**

OPEN TO: All Interested Candidates
POSITION: Peace Corps Medical Officer
OPENING DATE: December 19, 2012
CLOSING DATE: January 24, 2013
WORK HOURS: 40 per week plus on-call duty

The United States Peace Corps seeks a Medical Doctor, Nurse Practitioner or Physician Assistant to serve as a contracted Peace Corps Medical Officer (PCMO) based in Kathmandu. The PCMO will provide health care to U.S. Peace Corps Volunteers in Nepal and will work under the supervision of the Peace Corps Nepal Country Director and the Peace Corps Office of Medical Services in Washington DC.

Duties include:

- Routine primary health care to Peace Corps Trainees and Volunteers including treatment of common illnesses and injuries in accordance with Peace Corps medical guidelines
- Individual short-term counseling on disease prevention, adjustment issues, stress management and cross-cultural problems
- Response to emergency medical situations
- Design and present health education sessions
- Site visits to Peace Corps Volunteers throughout Nepal
- Administrative tasks of the medical office including budget management
- Inventory and ordering of medical supplies and equipment
- On- call duty 24/7
- Member of Senior Peace Corps Nepal staff

Qualifications and Requirements:

- Graduate of accredited school (Please note: MDs must be a graduate of a school listed in this link, Foundation for Advancement of International Medical Education and Research <http://www.faimer.org/resources/imed.html>)
 - Current license to practice
 - At least 3 years experience in a professional practice, hospital or clinic setting
 - Ability to communicate effectively in oral /written English.
 - Experience in managing mental health issues including counseling of patients
 - Experience in training design and presentation of health related material
 - Working knowledge of Microsoft Word, Excel, Access, PowerPoint, Outlook
 - Ability to work effectively as part of an intercultural team
 - Hardworking, reliable and diligent with good inter-personal skills
 - Willing and able to travel to remote field sites
 - Ability to work with minimal supervision

Qualified and interested applicants should send an email to jobs@np.peacecorps.gov to request an application package. The complete application package must be submitted to the Peace Corps Office by the application deadline (January 24, 2013 at 5:00 PM).

The application package includes the following:

1. A completed PCMO Application form
2. A completed PCMO applicant skills survey
3. A completed Privileging form. The applicant must complete this request for privileges depending on their professional qualifications.
4. A resume or C.V. that includes:
 - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
 - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
 - Professional licenses, certificates, registrations
 - An accounting for periods of unemployment longer than three months
5. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. (One must also be from the current employer.)
6. Photocopies of:
 - **Academic diplomas.**
 - **Professional licenses.** If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority. Please note, if a license is not required, rather, the medical diploma is the license to practice, written confirmation, issued directly from the professional medical board, Ministry of Health or other appropriate regulatory authority establishing that the candidate is properly credentialed for medical practice, is required.
 - **Certificates** of all post graduate training, internships, residencies, fellowships
 - **Professional registrations**
7. A cover letter with salary expectations clearly identified.
8. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
9. The candidate should also provide the following:
 - a. Date of birth
 - b. Place of birth
 - c. Citizenship
 - d. Passport number
 - e. Passport issue date
 - f. Passport expiration date

All documents must be in English. Official translation is not required.

SUBMIT APPLICATION TO:

U.S. Peace Corps, Attn: PCMO Application, P.O. Box 15150, Kathmandu, Nepal or hand deliver to our office in Maharajgunj.

The United States Peace Corps is an Equal Opportunity Employer.